

Indiana Criminal Justice Institute
JUVENILE JUSTICE DIVISION
Quarterly Financial Report
Please See Reverse Side For Instructions

1. GRANT NUMBER: _____ 2. Project Period: _____

3. Reporting Agency: _____

4. Report Number _____ for Quarter Ending: _____ 12/31 _____ 3/31 _____ 6/30 _____ 9/30

5. Report for Expenditures by Budget Category (Include only approved grant funds)

Category	Approved Budget	This Quarter Expenditures	Total Expenditures	Unpaid Obligations	Balance
Personnel					
Contractual Services					
Travel					
Equipment					
Operating Expenses					
Construction					
Total					

6. Report of Expenditures by Source

Federal Funds					
State Funds					
Local Funds					
Total					

7. Quarterly Project Income (Should not be included in items under 5 and 6.) [a+b-c=d]

a. Forfeiture \$ _____ c. Expended \$ _____

b. Other \$ _____ d. Balance \$ _____

The above information is true and justified. The supporting documentation is on file with this office. All expenses are consistent with the federal guidelines and the terms of the grant application.

Project Director Original Signature

Fiscal Officer Original Signature

ICJI QUARTERLY FINANCIAL REPORT INSTRUCTIONS

1. **GRANT NUMBER:** Enter the grant number assigned to the grant for which you are reporting.
2. **PROJECT PERIOD:** Enter the project period for the grant as listed on the Grant Award Letter or an approved Grant Amendment (04/01/00-03/31/01 or 7/1/00-6/30/01)
3. **REPORTING AGENCY:** Enter the name of the Subgrantee from the Grant Award Letter.
(DO NOT LIST the implementing agency or the project title.)
4. **REPORT NUMBER:** Enter which quarter figures on this report represents. Figures listed should be **actual** expenditures as of the end of the quarter for which you are reporting.
5. **REPORT OF EXPENDITURES BY CATEGORY:**
 - **Approved Budget.** Enter the amount of funds, including **Total Project Costs** for each budget category. (Refer to the “Total” column from the Approved Budget or an approved Grant Amendment)
 - **This Quarter Expenditures.** Enter amount of funds, including **Total Project Costs** spent for each budget category during the quarter for which you are reporting.
 - **Total Expenditures.** Enter the amount of funds, including **Total Project Costs** spent for each budget category from the beginning of this grant project period through the end of this quarter’s reporting period.
 - **Unpaid Obligations.** Enter the amount of funding, including **Total Project Costs** that have been obligated (encumbered) but have not yet been expended. Example – equipment which has been ordered, but has not yet been paid for.
 - **Balance.** Enter the amount of funds, including **Total Project Costs** remaining in each budget category. Subtract Total Expenditures from Approved Budget.
6. **REPORT OF EXPENDITURES BY SOURCE OF FUNDS:** Follow the steps above for each type of funding received for the grant. Formula and Challenge grants are non-matching programs and should not report local match.
 - **THE TOTAL IN EACH COLUMN UNDER ITEM #5 SHOULD MATCH THE TOTAL FOR EACH COLUMN IN ITEM #6.**
7. **PROJECT INCOME:** Project income is defined as income earned by the grantee from grant-supported activities. Such earnings may include, but are not limited to, income from service fees, sales of commodities, usage or rental fees, registration fees, and proceeds received through asset forfeiture. If ICJI funding accounts for only a portion of the project’s overall budget, then only that portion of the project income need be reported.

Project income earned during the grant project period must be added to funds committed to the project and be used to further eligible project objectives.

There are no requirements placed upon project income earned after the project ceases to receive funding through ICJI.

SIGNATURES: The completed report must be signed by BOTH the Project Director and Fiscal Officer of the legal applicant as listed on the Grant Application or an approved Grant Amendment. Signatures must be original; no stamped signatures will be accepted. Send completed reports to the ICJI Division from which your grant originates at:

Juvenile Division
Indiana Criminal Justice Institute
One North Capitol Avenue, Suite 1000
Indianapolis, IN 46204